



## **Michigan Strategic Fund**

### **Energy Efficiency Student Internship Program (EESIP)**

#### **Request for Proposals (RFP)**

**April 1, 2012 - May 15, 2012**

**Rick Snyder, Governor  
Michael Finney, President and CEO**

# **Energy Efficiency Student Internship Program (EESIP)**

## **Michigan Strategic Fund**

### **Program Description**

Up to three grants at \$20,000 are available to Michigan institutions of higher learning to support junior and senior undergraduate engineering students to implement innovative but commercially available energy efficient technologies in small and medium size businesses. Michigan Strategic Fund (MSF) will provide funds to qualifying universities in Michigan to support interns that will implement projects that have measurable reductions in energy usage and reduce energy costs in Michigan businesses. Projects must be transferable and will serve as demonstrations to be shared with other businesses or industries. Projects reducing significant energy usage within industry and projects having support from other organizations or the business community in general are encouraged.

The following definitions apply:

**Energy Efficiency:** This practice encompasses all changes that result in a reduction in the energy used for a given energy service (heating, lighting, etc.) or level of activity. This reduction in the energy consumption is not necessarily associated to technical changes, since it can also result from a better organization and management or improved economic efficiency in the sector (e.g. overall gains of productivity).

**Renewable Energy:** Any naturally occurring, theoretically inexhaustible source of energy, such as biomass, solar, wind, tidal, wave, and hydroelectric power, that is not derived from fossil or nuclear fuel.

### **Eligible Universities**

Any Michigan university that has an accredited undergraduate engineering college that has the traditional program areas such as: mechanical, chemical, electrical, civil or environmental engineering qualifies for the program.

### **Minimum Requirements for a Successful Proposal**

The minimum requirements for a successful proposal are outlined by the following conditions:

1. Applicant is a Michigan university that has an accredited undergraduate engineering program in mechanical, chemical, electrical, civil, or environmental engineering.
2. Applicant must submit a complete application that includes a Request for Proposals (RFP), post it for no more than 30 days, collect resumes from interested students, screen applications to determine eligible candidates, and facilitate student interviews.
3. The applicant will provide information that demonstrates the university's ability to: A) provide administrative and technical support to the selected students; B) administer wages, supply and equipment reimbursements, and secure health insurance policies with the funds that are allotted to the university as a partner in the program; and C) provide internet access and other computer support, faculty support and mentoring, and assistance with administrative functions.

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### **Project Clarifications/Revisions**

During the proposal review process, applicants may be contacted for clarification and for the purpose of negotiating changes in project activities, timetables, and budgeted costs. The MSF reserves the right to award funds for an amount other than that requested and/or request changes to, or clarification of, the proposed project. Information essential for case study development must be included in project reports.

### **Acceptance of Proposal Content**

The successful applicant will be required to enter into a grant agreement with the MSF within 30 days of being awarded funding. A grant agreement consists of standard “boilerplate” language, applicant’s work plan, timetable, and budget information, a compensation clause that reflects to guidelines in this RFP, and terms and conditions that outlines some of the contractual requirements. Failure of the successful candidate to accept these obligations will result in cancellation of the award. The MSF reserves the right to offer partial funding for any approved proposal.

### **Contract Reimbursement for Project Expenditures**

Project contracts cannot extend beyond December 31, 2012, with the final billing invoice to be submitted by 4:00 PM on December 31, 2012 to secure full reimbursement. Applicants will be expected to make their own payments for materials, equipment, supplies, personnel, or other project expenditures and, subsequently, provide to the MSF detailed requests for reimbursement. These requests will document expenditures made, equipment purchased, and other eligible expenses incurred. Ten percent of the award will be held back pending acceptance of a final project report by the MSF.

### **Confidentiality**

All information provided in pursuit of, and resulting from, MSF funding is open to the public.

### **Timeframe for Submitting Applications**

April 1 through May 15, 2012. Applications will be accepted starting April 1 but must be received no later than 4 p.m. on May 15, 2012 at the address listed below. Faxes and electronic submissions will not be accepted.

### **Judging Applications**

Applications will be reviewed on a first-come, first-serve basis, and successful proposals will have satisfied the requirements listed in the RFP. Successful proposals will demonstrate the university’s research capabilities and accreditation in the engineering sciences, particularly mechanical; chemical; electrical; civil; or environmental; engineering. The proposal will identify faculty member(s) and support personnel that will be available to the student; and administrative capabilities to process paper work and to administer payroll.

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### **Successful Proposals**

Selected proposals will have an outline that contains the following information:

#### **University Duties:**

1. Advertise the EESIP to recruit student applicants;
  - Post the EESIP position description starting April 15, 2012 or whenever practical;
  - Limited to enrolled junior and senior undergraduate students majoring in mechanical, chemical, electrical, civil, environmental, or agricultural, engineering that are in good academic standing;
  - Hourly pay rate of \$15.18 per hour with a ceiling summer cap of up to \$8,500.00;
  - A statement that only six students will be interviewed by MSF;
  - Deadline for application submittals set for May 15, 2012;
  - The posting must contain a brief description that lists intern requirements which are: a required 40 hour work week for 14 weeks at a Michigan Energy Office identified company; rewrite the company's proposal; implement the EESIP work defined in the proposal; and prepare a poster board and power point presentation of findings no later than December 31, 2012.
2. Collect and review applicant resumes;
3. Review and screen applicants, develop an interview pool of up to, six (6) interns, and forward a copy of rejection letters (or response email) to nonqualified applicants;
4. Provide faculty advisors that can assist the interns with university, and other issues throughout the duration of the internship;
5. Participate in an orientation at Michigan Energy Office at the Michigan Economic Development Corporation, located in Lansing, Michigan for the program.
6. Administer the student payroll, secure a medical insurance policy for each intern with allotted funds from the Michigan Energy Office, and submit invoices to the Michigan Energy Office for reimbursement, or in lieu of securing a policy a signed waiver for students that have medical insurance coverage;
7. Applicant must be able to support all reimbursements with receipts and proper documentation. The requirements of the State of Michigan's policy on reimbursement for travel expenses will apply to interns that accrue mileage and meal expense. Mileage will be reimbursed at a rate of \$0.362 per mile, and lunch will be reimbursed at a rate of \$8.75 if departure from the worksite occurs before 10:00 AM and returns to the worksite after 2:00 PM (destination must be exceed 15 miles from the worksite for approval).
8. Applicant must agree to expend wages and reimbursements to the intern by December 31, 2012, and submit the final billing invoice for award closure no later than December 31, 2012, where the total cost of the invoice can not exceed \$10,000 per intern.

# Energy Efficiency Student Internship Program (EESIP) Michigan Strategic Fund

## University Budget:

### Detailed Budget for

### “Establishment of an Energy Efficiency Internship Program at “YOUR UNIVERSITY’S NAME”

Time Period: April 15, 2012 – December 31, 2012

*The following budget is for one student intern. Additional interns will be budgeted at the same budget rate.*

University Administration charges (\$1,500)

EESIP Intern

Student summer semester stipend (\$8,500, less FICA/Medicare)

FICA/Medicare (based on the universities calculation)

**Total Cost to MSF per intern (\$10,000), for two (2) interns (\$20,000)**

## **Selection Criteria by which a Proposal will be Evaluated**

Proposals will be evaluated using the following primary criteria:

1. The proposal is complete, reasonable, and meets the "Minimum Requirements for a Successful Proposal;”
2. Accreditation of the university’s engineering programs; and
3. Timely application submittal within the guidelines of the RFP.

## **Please mail two (2) copies of your completed application to:**

### Mailing Address:

Attn: Mike Graff  
Michigan Economic Development Corporation  
300 North Washington Square  
Lansing, Michigan 48913

*Faxes and electronic submissions will not be accepted.*

*Be sure your proposal has been received at the office listed below by 4 p.m., May 15, 2012.*

*All other information--including binders, extraneous reports, etc.--may not be considered, reviewed or returned.*

## **For Additional Information or Assistance**

Contact Mike Graff of the Michigan Energy Office at 517-335-6501 or [graffm@michigan.gov](mailto:graffm@michigan.gov)